



DEPARTMENT OF THE NAVY
NAVAL CONSTRUCTION BATTALION CENTER
5200 CBC 2ND STREET
GULFPORT, MISSISSIPPI 39501-5001

IN REPLY REFER TO:

CBCGPTINST 11320.1F
Code 17.2
14 MAR 1996

CBC GPT INSTRUCTION 11320.1F

From: Commanding Officer

Subj: PROMULGATION OF FIRE REGULATION HANDBOOK

Ref: (a) DODINST 6055.6
(b) DODINST 4145 19-R-1
(c) OPNAVINST 11320.23E
(d) NAVFACINST 11320.22
(e) NAVFAC P-1021
(f) NAVFAC MO-117
(g) MIL-HDBK-1008-B
(h) MIL-HDBK-1130
(i) CBCGPTINST 5090.2
(j) CBCGPTINST 5100.38B
(k) CBCGPTINST 11014.1E
(l) CBCGPTINST 11010.2D

Encl: (1) CBC Gulfport Fire Protection and Fire Warden
Regulations Handbook

1. Purpose

a. To promulgate enclosure (1) which establishes proper regulations to insure adequate fire protection at Naval Construction Battalion Center (CBC), Gulfport, Mississippi.

b. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. CBCGPTINST 11320.1E and CBCGPTINST 11320.2

3. Information

a. The fire regulations making up the fire protection program for CBC Gulfport are based on the policies and programs promulgated by references (a) thru (l) and the recommended practices of the National Fire Protection Association.

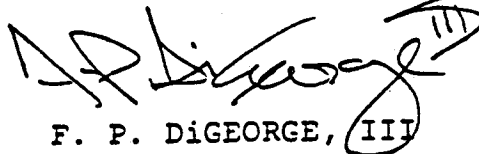
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b. Nothing in these regulations shall be construed as being in conflict with any other Navy regulations.

4. Action. Addressees are directed to study and become thoroughly familiar with the activity Fire Regulations and Fire Warden's regulations in enclosure (1) and ensure rigid compliance.


F. P. DiGEORGE, III

Distribution:

List B.1, B.2, D, E, F.1

Code 17 (100 cys)

Copy to:

CDO Notebook

SECTION I - INTRODUCTION

1. Objective. To set forth basic policies concerning the overall fire protection program and the organization of the Fire Division of this command in accordance with current Department of the Navy policies as outlined in existing Department of Defense (DOD) instructions and other pertinent directives.
2. Fire Division Organization. The Fire Division is organized in conformity to DOD Instruction 6055.6 series and as approved by the Commanding Officer. The Fire Division shall be under the technical supervision of the Fire Chief and under the nontechnical and administrative direction of the Environmental, Fire and Safety Director.
3. Responsibility. It shall be the responsibility of all personnel attached, based on, or otherwise using any facility of the command, to familiarize themselves and comply with these regulations. These directives shall be uniform in their application to all personnel under the jurisdiction of this command. Questions concerning fire protection not covered in these regulations shall be referred to the Fire Chief for final decision. The decision of the Fire Chief shall be adhered to in all cases unless abrogated or modified by the Commanding Officer. Addressees shall insure the contents of this instruction are made available to all personnel within their respective operating units.
4. Terms Defined. The following term, Fire Chief, shall for the purpose of this regulation be referred to as the Fire Chief or Senior Fire Officer present.
5. Changes. Recommended changes to these regulations shall be submitted to the Commanding Officer for approval.

CBCGPTINST 11320.1F

14 MAR 1996

CBC GULFPORT
FIRE PROTECTION
AND
FIRE WARDEN REGULATIONS
HANDBOOK

Enclosure (1)

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SECTION II - FIRE PROTECTION REGULATIONS

1. Fire Alarms and Signals

a. Upon the Discovery of a Fire

(1) Warn all occupants in building of fire. Occupants shall evacuate building using nearest exit and muster at a safe distance from building.

(2) Report fire by regular telephone or fire reporting telephone.

(3) Close all windows, skylights and doors. Do not endanger yourself or others in this effort.

(4) Have someone standby to direct Fire Division to exact location of fire.

(5) Attempt to extinguish fire using materials and methods recommended for the type of fire involved according to local fire bill.

(6) Any person discovering a fire or having a reasonable suspicion of a fire will immediately notify the Fire Division. Report all fires, even if already extinguished, regardless of size.

b. Procedures to be Used When Reporting a Fire

(1) BY REGULAR TELEPHONE: DIAL 2333. WHEN CBC CONTROL ANSWERS, GIVE LOCATION AND TYPE OF FIRE AND NUMBER OF TELEPHONE BEING USED. REMAIN IN FRONT OF THE BUILDING AT SAFE LOCATION TO DIRECT FIRE DIVISION TO SCENE OF FIRE.

(2) BY FIRE REPORTING TELEPHONE: REMOVE TELEPHONE INSTRUMENT FROM HOOK. WHEN CBC CONTROL ANSWERS, GIVE LOCATION AND TYPE OF FIRE, STAND BY TO DIRECT FIRE DIVISION TO SCENE OF FIRE.

c. Fire Division. Upon receipt of an alarm, apparatus and personnel designated in advance by the Fire Chief shall proceed by the most direct route to the scene of the fire and upon arrival at the scene shall take immediate steps to extinguish the fire.

d. CBC Control. Upon receipt of an alarm, CBC Control will immediately dispatch all fire apparatus and personnel designated in advance by the Fire Chief.

(1) After dispatching the Fire Division, CBC Control will immediately notify the following:

(a) City of Gulfport Fire Department if indicated on run card.

(b) Naval Hospital Branch Clinic

(c) Command Duty Officer (CDO)

(d) Public Works Field Office (during working hours)

(e) Public Works Wellman (after working hours)

(2) Upon request of the Fire Officer in Charge or CDO, CBC Control will notify the following:

(a) Commanding Officer

(b) Environmental, Fire & Safety Director

(c) Fire Chief (after working hours)

Note: All other personnel not listed in paragraph 1d above, except Public Works emergency crew, will stay completely clear of the fire area. DOD police officers will enforce this regulation. When requested by the Fire Chief or Fire Officer in Charge to do so, CBC Control will call off-duty firemen to report to work.

e. General

(1) Vehicular Traffic. Upon hearing fire sirens, gongs, or other emergency signals, or upon actually sighting any fire vehicle, police car, or ambulance on an emergency call, all drivers of vehicles shall IMMEDIATELY pull over to the right,

come to a full stop and give COMPLETE RIGHT OF WAY to the emergency vehicle. NO VEHICLE shall follow fire trucks, police cars, or ambulances unless on an authorized trip in connection with the FIRE ALARM or EMERGENCY. In the latter case, they shall remain 500 feet behind the responding emergency equipment.

(2) Normal use of water will be curtailed until fire or emergency is over.

(3) Railroad traffic, operators of locomotives or other railway rolling stock shall give fire apparatus, police cars, and ambulances the RIGHT OF WAY when such vehicles are answering emergency calls.

(4) Hazardous operations in progress will be immediately suspended.

f. False Alarms. All false alarms will be immediately investigated to determine the cause of the alarm. Persons found to have maliciously caused a false alarm will be reported to the chain of command for disciplinary action.

2. Emergencies. The Fire Division may be called for any of the following additional emergencies:

- a. Hazardous material incidents.
- b. Confined space rescue.
- c. Serious accidents involving automobiles, cranes, railroad equipment, or other heavy equipment.
- d. Emergency removal of wreckage.
- e. Accidents causing potential fire hazards.
- f. An emergency requiring the use of ladders, equipment, or manpower.

3. Fire Equipment

a. Fire Hydrants

(1) Use. No connections shall be made to a fire hydrant nor shall fire hydrants be operated by other than the Fire

Division or the Public Works Department unless authorized by the Fire Division.

(2) Parking Limits. There shall be no parking of vehicles or other obstructions within 15 feet of either side or in front of fire hydrants or 15 feet from sprinkler system valves.

b. Fire Mains. The Fire Chief shall be informed prior to performing any work or shutting off any section of the water system.

c. Fire Hose

(1) Use. Fire hose will not be used for other than fire fighting purposes without approval of the Fire Chief.

(2) Vehicles. No vehicle shall be driven over any fire hose, only exception, if hose bridges are in place, or if directed to do so by a member of the Fire Division.

d. Fire Apparatus

(1) Use. Riding upon, operation, and use of fire apparatus by unauthorized persons is prohibited.

(2) Driving Speed. Fire apparatus when responding to an alarm shall be under control of the driver at all times and be driven at such speeds as may be deemed safe according to conditions of the road and not in excess of specific speeds as may be designated by the Commanding Officer. Fire apparatus drivers when returning from an alarm will observe all traffic regulations.

(3) Signal Devices. Fire apparatus shall use sirens, air horns, and flashing or blinking lights when responding to alarms as a warning to all approaching vehicles.

(4) Operator's Permit. Drivers of fire apparatus shall be qualified and licensed by current U.S. Government Motor Vehicle Operator's Identification Card and shall have completed the Emergency Vehicle Operator's Course.

4. Duties Assigned

a. Fire Chief

(1) Fire Division. The Fire Chief shall be responsible for the safe and efficient operation of the Fire Division.

(2) Fires. The Fire Chief, or during the Fire Chief's absence, the senior fire officer present, shall be in charge of firefighting operations. They are charged with the responsibility for the disposition and deployment of personnel, apparatus and equipment necessary for the preservation of life and property and extinguishment of fires. They may in case of emergency request assistance from local fire departments outside of CBC Gulfport in accordance with existing cooperative agreements. All fire fighting decisions of the Fire Chief shall be adhered to unless abrogated by the Commanding Officer.

(3) On-Station Fires. During large fires or other disasters, fire departments reporting from surrounding communities or military establishments to assist local forces shall be under the direction of the CBC Gulfport Fire Chief. When the Center's fire forces assist outside fire departments, they shall be under the direction of the Fire Officer in Charge.

(4) Response Off-Station. Apparatus and personnel of the Fire Division may be used for emergencies other than fires and to assist in fighting fires within reasonable limits off the activity. Authority for such use is delegated to the Fire Chief, or as otherwise directed by the Commanding Officer. EXCEPTION: Hazardous Materials response off station shall be at the absolute discretion of the Commanding Officer. The CDO shall be notified immediately of action taken by the Fire Division supervisor.

(5) Procure Equipment. The Fire Chief will determine the types of fire equipment necessary and initiate requests for procurement of same.

(6) Enforce Regulations. The Fire Chief is responsible for the enforcement of fire regulations and the preparation of such supplementary regulations as may be deemed necessary subject to approval by the Commanding Officer.

(7) Fire Protection Features. The Fire Chief will collaborate with the Public Works Officer with respect to the

location, installation, alteration, and maintenance of fire mains, hydrants, fire alarms, sprinklers, and other fixed fire protection equipment. The Fire Chief will be notified prior to any changes and/or modification of any fire protection equipment.

(8) Fire Protection Standards. DOD Fire Protection standards consists of the relevant standards promulgated by the Department of Labor - Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (National Fire Codes), national building codes, and other fire safety criteria published by the Department of Defense and other Federal Agencies.

(9) Inspection and Maintenance. The Fire Chief is responsible for:

(a) Inspection, testing and maintenance of fire fighting equipment and apparatus, including stationary fire pumps.

(b) Placement and distribution of all first aid fire extinguishing equipment with particular attention to proper use.

(c) Inspection and testing of sprinkler and other automatic fire extinguishing and detecting equipment.

(d) Testing and maintenance of fire reporting telephone systems.

Note: Public Works Department is responsible for providing qualified personnel during the actual testing and maintenance of fire protection systems.

(10) Engineering and Plans. The plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects shall be reviewed for concurrence with MIL-HDBK-1008B, by qualified Fire Protection/Prevention personnel to ensure they meet the life safety and fire prevention criteria promulgated by the DOD components and the National Fire Codes (NFPA).

(11) Fire Drills. Conducting practice fire drills at irregular intervals as required by regulation, or additionally as needed.

b. Public Works and Construction Equipment Departments

(1) Fire Equipment Repairs. The Public Works and Construction Equipment Departments shall assign the highest priority to the repair and servicing of fire equipment.

(2) Out of Service Fire Protection Equipment. Public Works Department shall at all times advise the Fire Chief when water mains, fire hydrants, fire pumps, or electrical circuits affecting fire protection are to be put out of service and when they are restored to normal operating conditions.

(3) Design Reviews. Public Works Department shall forward designs to the Fire Division for review on any alterations, additions, and self-help projects on buildings that will in anyway alter or impair the fire protection features of the buildings or occupants, prior to commencement of proposed work. Also, all tenant commands occupying buildings on board CBC Gulfport shall submit any work to be performed by outside contract or contractors for remodeling, alterations, and additions to Fire Division (Code 17.22) via Public Works Department for review prior to work commencing.

(4) Access Roads and Fire Lanes. Access roads and fire lanes shall not be blocked by ditches, barricades, etc., without prior notification of the Fire Division. Every effort shall be made to provide bypass roads and to put the road back in service as soon as possible.

(5) Electrical Circuits. No electrical circuits shall be altered or overloaded except by the authority of the Public Works Department. Electrical wiring shall not be installed or leads taken from fixtures by other than qualified electricians of the Public Works Department or qualified electrical contractor.

(6) Fire Responsibilities. In case of fire, the Public Works Department shall:

(a) Cut off utilities. When appropriate, cut off electricity and gas connections to the buildings or area involved in the fire and report to the Fire Officer in charge when such action has been taken.

(b) Provide pressure on water mains. When fire occurs or alarms received, Public Works Department at the request of Fire Division shall have auxiliary fire pumps started and the necessary cross connection valves operated in order to furnish an adequate water supply.

(7) The Public Works Department or 20th NCR (R46) will provide, as required, specialized equipment with operating crews familiar with the operations of such equipment, i.e., bulldozers, hydraulic haulers, cranes, etc. .

c. Naval Hospital Branch Clinic. Upon notification of a fire, the Naval Hospital Branch Clinic shall dispatch an ambulance, suitably manned, to the scene of the fire to report to the Fire Chief.

d. Operations Division, Patrol Branch. Upon receiving notification of a fire or fire drill, the Police Officer Supervisor will:

(1) Assign one unit to escort incoming mutual aid resources from the East Gate to the fire scene or as required.

(2) Assign units for traffic control as required.

e. Supply Department. Upon request by the Fire Chief, the Supply Department shall provide diesel, gasoline, and oil for the fire apparatus or other services as may be required at the scene of the fire.

f. Civilian Employees and Military Personnel

(1) Civilian employees and military personnel shall perform such duties in fighting a fire as are possible prior to the arrival of the Fire Division and as the Fire Chief may request.

(2) Personnel at the scene of the fire shall attempt to secure all windows, doors and skylights. Remove or protect records, and man emergency equipment if possible without endangering life.

(3) Department heads and officers in charge of components shall be responsible for instructing their assigned personnel of their duties in the event of a fire. The Fire Division shall furnish all possible assistance in these matters.

g. Building Occupants. Occupants of buildings shall familiarize themselves with:

(1) The nearest exit and most expedient means of evacuating the building.

(2) The location of the nearest fire alarm manual pull station and/or Fire Division telephone number.

(3) The location of fire extinguishers and the proper method of using them.

(4) When fire alarm is sounded or word is passed for a fire in the building, personnel not assigned specific duties will evacuate the building immediately. Personnel assigned specific duties shall evacuate as soon as possible.

(5) All personnel will muster a safe distance adjacent to the building. Supervisors, military or civilian, shall make an immediate check to ascertain all personnel are accounted for. A report shall be made immediately to Fire Division supervisor if anyone is believed to be inside the involved building.

h. Command Duty Officer. Command Duty Officer shall muster duty section in immediate area, well clear of firefighters so as not to interfere, but readily available for use if requested by senior fire officer for other duties as conditions may warrant.

SECTION III - FIRE PREVENTION REGULATIONS

1. Policy. Fire Chief, Fire Division personnel, civilian supervisors, and department heads shall be directed to study and become thoroughly familiar with the activity fire prevention regulations and, as applicable, insure proper dissemination of and rigid compliance with the regulations. Activity fire prevention regulations are not intended for placard posting. The department and supervisory heads are responsible for the enforcement of and compliance with Fire Prevention Regulations and reference (c).

a. Fire Chief's Functions. The Commanding Officer shall insure the Fire Chief carries out the following functions:

(1) Conduct fire prevention inspections of buildings, including installed fire protection equipment such as sprinkler, standpipe, CO2, halon flooding systems, etc.

(2) Conduct inspections of outside areas, including fire hydrants.

(3) Conduct inspection of sectional valves in water distribution system, particularly after a section of the system has been out of service for repair or extension.

(4) Inspection and operation of manual fire alarm boxes, automatic alarm transmitters, and daily circuit tests of fire alarm systems. (Per reference (f), maintenance should be performed by Public Works Department.)

(5) Conduct inspections of exit facilities, testing of exit alarms and conduction of periodic emergency exit drills as stipulated in MO-117 and NFPA-101.

(6) Issue permits for and supervision of transient operations involving fire hazards and ascertain that qualified personnel are posted with the necessary fire extinguishing equipment at the scene of the operation.

(7) Inspect places of public assembly to insure occupant load signs are posted in accordance with NFPA-101.

(8) Investigate all fires and prepare fire report per reference (c).

(9) Inspect all clubs and recreational buildings per reference (e) and NFPA-101.

(10) Advise department and supervisory heads of conditions which are not in conformance with station regulations or recognized fire prevention practices, and assist in correcting such conditions where possible.

(11) Institute continuing training courses as needed in fire prevention for the following:

(a) All Fire Division and assigned fire warden personnel.

(b) Department and supervisory heads.

(c) Personnel employed in particularly hazardous areas.

(d) Newly assigned military personnel and civilian employees on the activity.

(e) First-aid fire fighting training of personnel according to their location and work assignment in accordance with reference (e).

b. Department and Supervisory Heads Functions. Department and supervisory heads, as applicable, shall cooperate fully with the Fire Chief in the task of complying with the requirements of paragraph 1a above.

2. Fire Fighting Equipment

a. Inspection and Maintenance

(1) The inspection, maintenance (including recharging) and location of all first-aid fire fighting equipment, including standpipes and hose, are a function of the Fire Division in accordance with NFPA-10, 13, 14, and MO-117.

(2) Any person having discharged a fire extinguisher or having found indication that a fire extinguisher has been used, shall report the fact immediately to the Fire Division.

(3) Firefighting equipment shall not be used or moved from its assigned location for any purposes except fire fighting, drills, repair, or maintenance of the equipment. This prohibition embraces all fire fighting equipment and accessories, such as fire extinguishers, fire hose, sand or water buckets, spanners, wrenches, and other tools.

(4) The Fire Chief and the Public Works Officer shall be notified of any impairment of fire protection involving water systems, hydrants, pumps, sprinkler, CO2, foam and dry chemical systems, fire alarm notification systems and similar equipment. Restoration of such equipment to service shall be reported promptly to the Fire Chief and the Public Works Officer.

(5) Defective or leaky mains, fire hydrants, standpipes, and sprinkler systems shall be reported immediately to the Fire Chief and Public Works Officer.

b. Access Aisles. Adequate access aisles with proper identification signs posted shall be maintained at all times to fire alarm boxes and panels, standpipe hose, fire extinguishers, fire escapes, sprinkler system valves, and electric, gas, water, and steam controls.

c. Sprinkler Systems

(1) Sprinkler control valves shall be maintained and sealed in the open positions. If sprinkler heads are fused because of fire, the valve shall not be closed until so directed by the Fire Division Officer in Charge.

(2) Where a sprinkler system is actuated from whatever cause, the sprinkler system shall not be shut off until the Fire Division arrives unless the operation is visually evident to be accidental. In the latter case, the sprinkler control valve should be closed and the drain valve should be opened to curtail water damage. The replacement of sprinkler heads and restoration of service should be effected immediately upon extinguishment of fire or determination of accidental operation. The Fire Division shall be responsible for ensuring replacement of sprinkler heads and restoration of services.

(3) The Fire Division and Public Works Officer shall be notified prior to closing a sprinkler control valve for alterations or repairs. Necessary work on sprinkler systems shall be conducted on an emergency basis in order to limit impairment of protection to the absolute minimum period of time.

(4) No material of any kind shall be hung from sprinkler piping.

(5) A minimum clearance of 18 inches shall be maintained between sprinkler heads and storage of nonhazardous materials piled not over 15 feet high. A minimum clearance of 36 inches shall be maintained between sprinkler heads and storage with piles in excess of 15 feet. A minimum clearance of 36 inches shall be maintained between sprinkler heads and storage of hazardous materials regardless of height of piles. These clearances are required by DODINST 4145.19.R-1 and NFPA-13.

(6) Wet and ordinary dry-pipe sprinkler systems shall be tested only by authorized and qualified Public Works Department or Fire Division personnel. Deluge and other special types of sprinkler systems, because of their complicated and specialized features, should be inspected and tested by properly qualified personnel.

(7) Sprinkler systems shall be maintained per reference (f) and NFPA-13.

3. Care of Buildings

a. Inspection. All buildings shall be inspected at frequencies per reference (e). The purpose of inspection is to eliminate fire hazards in buildings and areas, and to insure that potentially hazardous operations are carried on in a safe manner in accordance with station regulations and recognized fire prevention practices.

b. Rubbish and Debris

(1) Working and storage spaces, new construction, and repair areas shall be policed regularly to reduce fire hazards.

(2) Rubbish and scrap materials shall be disposed of in approved noncombustible cans, receptacles, or bins, properly identified and located. Rubbish shall be cleared from buildings

on a daily basis and hauled to locations approved for rubbish disposal. Work areas shall be kept free of accumulations of combustible debris.

(3) Per reference (e) and NFPA 1 (Fire Prevention Code), open top waste baskets shall be metal or other noncombustible material. Trash receptacles shall have self-closing covers or extinguishing type covers. Proof of noncombustibility shall be provided to the Fire Division.

(4) Approved metal receptacles with self-closing covers shall be provided for the storage or disposal of oil-soaked waste or clothes see (NFPA 88B: 3-6.5).

(5) Dumpster Units. Dumpster and other central trash disposal units shall be spaced a minimum of 15 feet from combustible buildings, metal wall buildings, unprotected openings in masonry wall buildings or storage.

c. Inside/Outdoor Storage Facilities

(1) Liquid Storage Cabinet. Usually referred to as "Flammable Liquid" storage cabinets. Not more than 120 gallons of Class I, Class II, and Class IIIA liquids shall be stored in a storage cabinet. Most commercially available and approved storage cabinets are built to hold 60 gallons or less of liquids. Combustible liquids are allowed to be stored in them as well. These cabinets are designed and constructed for liquid storage only. They are not intended for the storage of small cylinders of compressed or liquid gases, especially those that are flammable. Likewise, incompatible materials, whether liquid or solid, should not be stored in these cabinets. Cabinets shall be marked in conspicuous lettering: "FLAMMABLE-KEEP FIRE AWAY". A storage cabinet is designed and constructed to protect the contents from external fire for ten minutes.

(2) Hazardous Material Storage Locker. Hazardous Material Storage buildings, or "locker" as they are referred to in NFPA 30, provide a safe and cost-effective means of providing a secure storage location. They are manufactured at a central plant then shipped to their installation site. The most fire suppression system. If located adjacent to an difficult task encountered with the setting up of these lockers is

providing electrical power, if necessary, or installing a pre-engineered existing sprinklered building, they can easily be provided with sprinkler protection. No sprinkler protection shall be installed in a locker without approval of the Fire Chief.

d. Storage of Combustibles

(1) Approved metal or metal-lined containers with automatic or self-closing covers shall be provided and used for storage of supplies of clean rags, waste, packing materials such as excelsior and shredded paper, and other combustible materials in current use.

(2) Plainly marked, approved self-closing containers shall be used for the following:

(a) all used waste,

(b) all oil, paint and chemical-soaked rags, and

(c) other extra-hazardous waste materials.

The metal covers shall be kept closed and never wedged or blocked open. Such containers shall be kept emptied and contents removed from buildings as required during working hours and prior to securing of buildings after working hours.

(3) Storage of combustibles is prohibited in equipment rooms, air conditioning rooms, boiler rooms, and exit corridors. No storage of any type shall be placed on or under stairwells.

(4) All partly used paint and solvent containers shall be stored in flammable lockers provided at shop buildings at the end of the day.

(5) Paints and solvents stored in paint lockers shall never exceed 60 gallons and the amount allowed inside shop buildings is limited to a one-day supply.

e. Personnel Service Rooms

(1) Covered metal or flame retardant receptacles shall be provided in all heads and other areas where paper towels or disposable paper cups are used.

(2) Clothing lockers shall be metal and adequately ventilated. Lockers shall be maintained in a clean and orderly condition. Materials shall not be stored on top of or underneath lockers. Work clothes kept in lockers shall be aired and cleaned regularly. Flammable liquids, chemicals, paints, paint-soaked rags, and similar material shall not be kept in clothes lockers.

(3) Combustible materials shall not be placed on radiators, heaters or steam pipes.

f. Attics and Concealed Spaces

(1) Attics and concealed spaces shall be kept clean. Attics not equipped with sprinkler system shall not be used for storage of combustible materials.

(2) Scuttle holes and other openings communicating to attics or concealed spaces shall be fitted with doors or covered with material equivalent in fire resistance to ceiling construction, scuttle holes shall be kept closed. This does not apply to grills provided for passage of heat into attics protected by wet pipe automatic sprinkler systems. Such openings should be equipped with automatic-closing traps having a fire resistance equal to that of the ceiling in accordance with NFPA-101.

(3) Hatches, trap doors, and communicating openings to confined spaces shall not be used for ventilating purposes and shall be kept closed at all times when not in use.

g. Exhaust Systems. Exhaust systems and duct work shall be kept free of grease, paint residue, combustible dust, etc. Filters and duct systems shall be constructed of noncombustible materials and cleaned as needed. Steam or nonflammable liquid will be used for cleaning in accordance with NFPA-96.

h. Decorations

(1) Only noncombustible or approved flame-proofed materials shall be used for decorations or window coverings.

(2) All draperies, carpeting, and decorations in personnel buildings such as barracks, EOQ's, hospitals, etc, and in places of public assembly shall be noncombustible and shall be approved by the Fire Chief or qualified fire protection personnel

before installation. Fire Division shall be furnished with certification of flame proof material in accordance with NFPA-101.

(3) All lights used for holiday decorations and tree lighting shall bear the label of the Underwriters Laboratories (UL) and shall be in good condition. Only nonflammable ornaments and decorations are permitted.

(4) Additional requirements will be issued prior to the holiday Christmas season.

i. Exits

(1) Exit facilities shall comply with the requirements of MO-117 and NFPA-101.

(2) RESTRICTIVE HARDWARE SUCH AS HASPS AND PADLOCKS, THROW BOLTS, CROSS BARS, ETC., SHALL NOT BE INSTALLED ON ANY EXIT DOORS.

(3) All exit doors shall be unlocked during periods of occupancy.

(4) Locking devices on doors and exits of restrictive quarters shall conform with the requirements set forth by NFPA-101 and reference (f).

4. Securing of Buildings

a. Securing at End of Day

(1) All doors, including fire doors, and windows shall be properly secured at the close of working hours unless excepted in writing by the Commanding Officer or his authorized representative.

(2) All heating devices not required to be kept in operation during the night shall be secured by the person in charge at the close of working hours. All electrical equipment such as small appliances and power tools will be unplugged.

(3) The CBC Security Control shall be notified 30 minutes prior to securing the CBC Conference Center, Stingers Sports Bar, Eagles and Anchors Lounge and bowling lane. A qualified Fire

Division member may inspect the building at the discretion of the Fire Chief, after all patrons have left and immediately before securing the building.

(4) No doors shall be permanently secured without advance approval of the Fire Chief and Security Officer. All such doors shall be identified by an approved sign and shall be placed on both sides of the door. Exit doors shall not be secured in such a manner as to prevent their use as an exit.

(5) Swabs, steel wool, cleaning gear, and other materials subject to spontaneous ignition shall be kept outside buildings, or stored in tight metal lockers or containers with metal covers or a proper janitorial closet approved by Fire Division.

(6) All paint brushes, drop clothes, rags, etc., must be removed from the buildings at the close of the workday. If materials are to be left on the job, they shall be placed in a flammable storage container at least 15 feet from the building and away from combustible materials.

(7) Electrically driven fork lift trucks used in buildings and electric powered handpallet lift trucks may be left in buildings, provided they are located at a safe distance from combustible materials and provided the electrical connecting plugs from the batteries to the power units are disconnected.

(8) Gasoline or liquefied gas powered equipment shall be listed by the Underwriters Laboratories, Inc. They must be refueled outside of storage buildings and they shall be stored either in detached buildings used only for this purpose or in areas that are separated from adjacent occupancies by adequate fire cutoffs in accordance with NFPA-101 and NFPA-70.

b. Vacant Buildings

(1) All combustible trash shall be removed from the buildings; floors shall be swept clean and furniture neatly stacked, preferably in the center of the rooms.

(2) All cleaning gear shall be removed from the premises and gear lockers or closets thoroughly cleaned and doors thereto left in a closed position.

(3) All points of entry shall be locked or secured.

(4) Buildings shall be posted prohibiting entry, except on order of the Commanding Officer or his authorized representative.

(5) The Fire Chief shall be notified when a building is to be deactivated. An inspection shall be made by Fire Division personnel prior to and after securing the structure.

(6) If buildings are closed and secured for a temporary period of time, the command shall follow the instructions outlined in reference (i).

c. Sentries and Security Patrols

(1) The following instructions shall be given all sentries, patrols and security guards prior to their assuming duty assignments. Upon discovering a fire, they shall immediately sound the alarm, call the Fire Division and stand by to direct the firefighting force to the scene of the fire. Fire alarm boxes should be used where available. (Instructions to sentries, patrols, and security police should include information relative to the manner in which buildings are secured for the night, what portions are locked, and what parts will normally be unlocked).

(2) A fire plan for all sentry posts, patrols, and security police patrols and posts shall be available in the appropriate headquarters for purposes of personnel instruction, and such plans shall contain:

(a) Location of all fire alarm boxes in the vicinity of sentry posts and those included in or adjacent to any given patrol route.

(b) The proper fire reporting telephone number to be used in event of fire.

(c) The locations of telephones which are available for immediate use during off work hours.

(3) To be of maximum value, sentries, patrols, and security police shall be thoroughly familiar with the following:

(a) All buildings adjacent to sentry posts or on their assigned patrol route.

(b) Operating principles of all first aid fire-fighting appliances and the proper equipment to use on various types of fires.

(c) The proper procedure in reporting a fire by fire alarm box, telephone, radio, or other fire reporting media.

5. Smoking Regulations. To protect DON personnel from involuntary exposure to environmental tobacco smoke, fire, explosive or other safety or operational considerations, smoking guidelines for CBC Gulfport and tenants shall be in compliance as follows:

a. Prohibited Smoking Areas. Smoking is PROHIBITED in:

(1) All DON vehicles, aircraft and work buildings;

(2) immediate vicinity of supply air intakes;

(3) building entry ways/egresses; and

(4) common spaces of multiple housing units, (i.e., family housing, apartment complexes, bachelor quarters, Navy Lodges, etc.). Common space is defined as any space within a building common to all occupants and visitors, such as corridors, elevators, lobbies, lounges, stairways, restrooms, cafeterias, snack bars, barber shops, laundry rooms, etc.

(5) Within 50 feet of:

(a) Gasoline dispensing operations.

(b) Where bituminous and plastic coatings are being applied.

(c) Flammable liquid and gas handling or storage.

(d) Any area due to prevailing conditions or operations has required the posting of "NO SMOKING" signs.

(e) In all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

b. Receptacles for Disposal

(1) Suitable receptacles for discarding smoking materials shall be provided in adequate numbers in all areas where smoking is permitted. Only cigarette and cigar butts, other tobacco remnants, and used matches shall be placed in such receptacles.

(2) Commanding officers, officers in charge, CBC department heads and office directors/supervisors shall provide "butt kits" in appropriate areas more than 25 feet from air intakes and commonly used building entry ways/egresses. If an appropriate area is not available more than 25 feet away from air intakes and building entry ways/egresses, contact the Director, Environment, Fire and Safety Department (Code 17) at extension 2373 for further guidance.

(3) Contents of ash trays shall be disposed of in a safe manner, never in waste baskets or similar containers.

(4) Discarding of lighted matches, cigarettes and other smoking material from vehicles is prohibited.

c. Matches. The use or possession of "strike anywhere matches" is forbidden on the station.

d. "No Smoking" Signs. Posting of "NO SMOKING" signs as required, shall be posted in all areas where smoking is prohibited.

e. Designated Smoking Areas. Special areas approved for smoking located within prohibited smoking areas shall be clearly defined and appropriate signs posted.

6. Heating Systems

a. General

(1) All heating equipment shall be labeled and/or listed by the American Gas Association, Underwriters Laboratories, Inc., or Factory Mutual Laboratories, and shall be installed, maintained, and operated to insure maximum safety per NFPA-101 and reference (g).

(2) Adequate clearances as required by the MIL-HDBK-1008B shall be maintained between combustible material and steam pipes,

the furnaces, flues, and appurtenances. Exposed surfaces too hot for bare hand should be considered hazardous.

(3) The storage of combustible materials in rooms designed for housing heating and air conditioning equipment is prohibited. Steam radiators and piping shall not be used for drying purposes.

(4) The use of open-flame type heating devices is prohibited in areas where flammable vapors are likely to accumulate, such as gasoline stations, garages, paint shops.

(5) Covered metal containers shall be provided for ashes where solid fuels are used.

(6) Hot locker heaters shall comply with reference (g).

b. Portable Heaters

(1) Portable electric space heaters shall be prohibited for use. Only exception, in exceptional cases where heating is a problem. A written permit shall be requested from Fire Division and Public Works Department. All heaters will be issued by Public Works Department. Heaters will be permitted for use only in areas where adequate heat is not available. Energy Conservation Officer will be requested to inspect all areas where heating in building is not adequate. Personal heaters shall not be permitted aboard CBC Gulfport. Procurement of additional heaters is prohibited. Public Works Department will regulate and control all portable electric space heaters aboard CBC Gulfport.

(2) Electric heaters shall be used only in exceptional cases and must be endorsed in writing by cognizant Commanding Officer. Heaters will be issued by Public Works Department. Procurement of additional heaters is prohibited. Fire Division will inspect locations of all approved electric heater locations in accordance with CBCGPTINST 4101.1.

(3) Portable kerosene heaters and salamanders shall be prohibited for use.

c. Gas-Fired Heaters

(1) Gas-fired space heaters shall be prohibited for use. Only exception, space heaters may be used at construction sites

and as interim emergency heating in facilities requiring protection during cold per reference (e).

(2) Gas-fired heating devices shall be equipped with automatic safety pilots or automatic safety controls as required by reference (g).

d. Gas Appliances, Installation and Maintenance

(1) Reference (a) covers the installation, maintenance, location, and operation of appliances burning natural or manufactured gas; liquefied petroleum gas-air, or mixture thereof; and liquefied petroleum gas.

(2) Under no circumstances shall matches or flames be used for leak testing on flammable gas lines. Small leaks can be located while a system is in operation by liberally applying soapy water or a bubble forming compound to the lines and joints; expanding bubbles will show the leak. In case of a large leak, the gas supply shall be shut off and the piping visually inspected.

(3) All suspected gas leaks shall be reported to the Fire Division using the Fire Emergency phone number 2333.

7. Electrical Hazards

a. Wiring. All electrical wiring and equipment shall be in compliance with National Electrical Codes. Installations and changes in electrical wiring or fittings or attachments for electrical appliances shall never be made except by authorized electricians on order of the Public Works Officer. Unless specifically permitted by National Electrical Code, flexible cords and cables shall not be used, in accordance with NFPA-70.

b. Appliances

(1) General. Electrical appliances and devices shall bear the label of or be listed by Underwriters Laboratory (UL). All electrical wiring equipment and devices, including electrically operated vending machines and water coolers installed and operated in automotive repair shops and other occupancies where flammable vapors, gases or dusts may be present shall be listed by the (UL) for the particular hazardous area in accordance with NFPA-70 and reference (g).

(2) Coffee Makers. Where approved and permitted by the Fire Division, coffee makers shall be located with adequate clearance from combustible materials. Coffee makers shall have (UL) approval tag attached. Coffee makers shall be prohibited in storage rooms, closets and other private rooms, barracks and similar quarters. Only exception will be BEQ/BOQ rooms may use small coffee makers in rooms if facility has no dining and kitchen opened to occupants on a continuous basis. Coffee makers with automatic timers and other automatic timer devices shall not be used for coffee messes. A written permit authorizing the installation and use of electric coffee makers shall be requested for and approved by Public Works Department and Fire Division before coffee makers are placed in use. Permits shall be renewed only if coffee maker is replaced or original location has changed.

(3) Installation. All installation of approved coffee makers shall maintain clearance from combustible materials as follows: Four inches at front, sides, rear and base; and eight inches at the top. (It must sit on a noncombustible surface, i.e., sheetmetal, formica.) The heating unit shall have a (UL) approved electric cord to the wall outlet. Coffee makers shall not be placed on top of microwaves at any time). Coffee maker permits shall be renewed only if coffee maker is replaced or changed from its original approved location.

(4) Microwave Ovens. Where approved and permitted by the Fire Division, microwaves shall have (UL) approval tag attached. A written permit authorizing the installation and use of microwave machines shall be requested for and approved by Public Works Department and Fire Division before microwaves are placed in use. Coffee makers shall not be placed on top of microwaves at any time. The hot air exhaust vent shall remain clear at all times. Microwave permits shall be renewed only if microwave is replaced or changed from its original approved location.

(5) All appliances shall be inspected periodically by a responsible representative of the Public Works Officer and the Fire Chief.

(6) All soldering items, hot plates, coffee makers and other non-fixed electrical heating devices shall be disconnected from outlets when not in use. Adequate clearance shall be maintained between all such electrical devices and combustible material.

(7) Hot plates, fry pans, toasters, and other similar cooking equipment is prohibited in private BEQ/BOQ rooms, storage rooms, closets, or other out-of-sight places.

(8) Except in private rooms, fixed and non-portable outlets for electrical heating devices such as flat irons, soldering irons, and glue pots shall be provided with a readily visible pilot light to indicate when the current is on.

c. Circuits

(1) Electrical circuits shall not be over fused so that circuits may be overloaded. Fusing of circuits shall be in accordance with reference (g) and accomplished only by Public Works electricians. Fuse boxes shall be kept locked to permit access only by qualified electricians in accordance with NFPA-70.

(2) No device shall be installed which will interfere with the normal operation of the circuit breaker or fuse. When a circuit has been interrupted by a blown fuse or a tripped breaker, the source of disturbance must be located and eliminated by an authorized Public Works electrician before restoring power to the interrupted circuit.

(3) All electrical switches in light and power panels shall be correctly labeled to indicate the circuits and/or devices which they control.

d. Hazardous Areas

(1) Electrical equipment including plugs, fittings, lights, extension cords, etc., used or located in areas where combustible gases, vapors or dusts are present, shall be explosion proof and listed by (UL) for the particular hazard involved.

(2) Tools, metal fan blades, door latches and similar devices used in the vicinity of flammable gases or vapors shall be of nonferrous or non-sparking type. Non-sparking or nonconductive shoes shall be worn when necessary.

e. Lighting Fixtures

(1) Fluorescent lighting fixtures shall be mounted in accordance with the requirements of reference (g) and NFPA-70.

(2) Fluorescent lights may be used for "standing lights" in connection with security requirements provided they comply with the requirements of reference (g).

(3) A minimum 18 inch clearance shall be maintained between unguarded electric lamps and combustible material to prevent ignition of the material.

f. Grounding

(1) Substantial conductors, having low resistance to ground, shall be used to ground all stationary and portable machines, equipment, and other devices in which static charges may be generated in the vicinity of flammable gases or vapors. Precautions in reference (g) shall be strictly observed.

(2) Extension cords of portable lights and portable electrically operated tools or devices, together with their connections and fittings, shall be of the grounded type, shall be inspected frequently, and be maintained in a safe condition. All extension cords shall be kept dry and free from oil and grease.

(3) Temporary wiring shall not be used in lieu of permanent wiring.

(4) All vending machines using electric power shall be properly grounded; and motors, compressors, etc., shall be kept free from accumulations of grease and lint.

8. Warehouse Storage Spaces. Applicable references as stated in reference (b) shall be adhered to in all covered storage spaces.

9. Outdoor Areas

a. Open Areas

(1) Dry weeds, grass, and brush shall not be permitted around buildings, open storage areas, fuel storage tanks and railroad properties. Such growth should be cut frequently and disposed of in a safe manner or chemically controlled.

(2) Areas beneath or within 50 feet of buildings shall be regularly policed to keep them free from accumulation of debris and combustible vegetation.

(3) Outdoor lumber storage shall conform with reference (b).

b. Water Distribution System, Fire Hydrants, Siamese Connections and Post Indicator Valves

(1) When fire hydrants, fire mains, automatic sprinkler systems, and similar fire protection equipment are removed from or returned to service, the Fire Chief shall be notified immediately in order that appropriate inspections and/or tests can be made and recorded by Fire Division Officers.

(2) No vehicles or other objects shall be left standing within 15 feet of any fire hydrant. Adequate clearance as determined by the Fire Chief shall be provided for all sprinkler control valves and siamese pumper connections.

(3) Fire hydrants, siamese connections, post indicators and other water control valves shall be clearly visible and free of all obstructions.

(4) The use of fire hydrants is prohibited except as authorized by the Fire Chief and Public Works Officer.

(5) "Classification and Color Code of Fire Hydrants": - Fire Hydrants shall be classified in accordance with their rated capacities at (20 psi) residual pressure. Fire hydrants shall be painted yellow. Hydrant tops and nozzle caps shall be painted with the color code in accordance with the latest edition of NFPA-291.

<u>Classification</u>	<u>Color Code</u>
(a) Class AA - 1500 gpm or greater	Light Blue
(b) Class A - 1000 - 1499 gpm	Green
(c) Class B - 500 - 999 gpm	Orange
(d) Class C - Less than 500 gpm	Red

c. Storm Drains, Sewers, and Water Areas. Gasoline, oil or any other flammable material shall not be discharged into or permitted to accumulate in storm drains, storm or sanitary sewers. Flammable liquids of any kind shall not be drained or dumped into or permitted to accumulate in water on or adjacent to the Naval Shore installation. All spills must be reported.

d. Fires

(1) Open fires shall not be started at any location on the naval premises without advance notice to the Fire Division and approval of the Fire Chief. Burning of trash and debris is permitted only on locations approved by written permit from the Fire Chief.

(2) Fires, open flame devices, cooking devices and appliances, burning, heating, welding, and cutting operations shall not be conducted near flammable or combustible materials unless precautionary measures have first been taken. A fire watch, properly instructed and equipped with proper type fire extinguishers, shall be provided prior to issuance of an approved written permit from the Fire Chief.

(3) Charcoal burners, grills, outdoor cockers, propane cookers shall not be operated less than 25 feet from any building or loading docks, unless in a permanent location, approved by the Fire Chief.

(4) Charcoal burners, grills, outdoor cockers, propane cookers, shall not be allowed at any BEQ/BOQ, or other sleeping quarters. Only exception will be at a designated site/area approved by the Fire Chief. Charcoal, propane, and lighter fluid shall not be stored inside any building except in an approved outside designated flammable storage cabinet.

e. Open Storage of Combustible Material. Open storage shall conform with references (b) and (g).

f. Obstruction of Passage

(1) No material or unattended vehicle shall be allowed to obstruct the passage of vehicles on streets or to obstruct access to fire hydrants, fire alarm boxes or fire fighting equipment.

(2) Materials or equipment left on ramps or loading platforms overnight shall not block access to any window or door. Wooden pallets should be stored 25 feet from all structures.

(3) Station roadways open for use shall be kept clear and accessible at all times. If necessary to block a road at any time, the Fire Division shall be notified before street is closed off and when obstruction is removed.

g. Fireworks. The sale, storage, or use of fireworks of any description on any naval reservation or property, including Navy-owned housing areas, is strictly prohibited. Rockets, signaling flares, and similar pyrotechnic devices which are officially used by the Navy shall be handled and stored as required by current NAVSEA OP 5, Volume 1.

h. Excavations. Extra care shall be taken in excavating around gas mains, oil tanks, gasoline or oil pipelines, etc. Smoking or open fires of any kind are prohibited in areas where flammable gaseous conditions are suspected. In such places, the air shall be tested and if gas is present, ventilation shall be provided by portable blowers or other satisfactory method. Electrical equipment used in such areas shall meet the requirements of the (UL) for hazardous locations.

i. Tar Kettles - Application of Tar, Asphalt, and Similar Materials

(1) Tar kettles shall not be operated inside, on the roof, or within 25 feet of any building. They must be attended by a competent operator. A minimum of two 20 pound multi-purpose ABC dry chemical extinguishers shall be provided in each of the following areas:

(a) the tar kettle, and

(b) the area of tar application.

(2) Kettles for heating the materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout contents to prevent spot heating.

(3) The material shall not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.

(4) Surfaces on which the material is to be flooded, mopped, or otherwise applied shall be clean and free of any foreign substance.

(5) When the material is applied within buildings or other enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove smoke and fumes

(6) All smoking, flame devices, and/or other sources of ignition shall be prohibited in or near the area of application of the material.

(7) Mops, brushes and other applicators when not in use shall be stored in an area approved by the Fire Chief.

(8) Special attention shall be used when operating over or near exit doors in occupied buildings.

10. Hazardous Activities

a. Painting

(1) Spray painting shall not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths shall be designed, installed and maintained per reference (g). Interior spray painting of buildings may be permitted if all required safeguards are provided.

(2) Tarpaulins and drop cloths used in painting operations other than water-thinned paints shall not be folded and stored within buildings. Such cloths may be folded if they are stored within metal lockers that are detached at least 15 feet from buildings. Such lockers must be ventilated to reduce the possibility of spontaneous ignition.

b. Battery Charging

(1) Only authorized personnel instructed in the hazards and precautions connected with the handling of acids and charging of batteries shall be employed in the battery shop.

(2) The battery shop shall be adequately ventilated at the highest point to allow removal of hydrogen gas.

(3) Air inlet openings at or below the level of the batteries are essential regardless of the kind of exhaust.

(4) For a small number of batteries, a vented hood over the batteries may be satisfactory.

(5) Where natural ventilation is used, a vent stack to aid in producing upward draft shall be installed.

(6) Smoking, open-type lights and switches, or flames and spark producing devices shall not be allowed in the vicinity of batteries on charge. Appropriate warning signs shall be posted.

(7) Battery vent caps shall be in place before attaching or detaching charger cable; and connections between batteries shall not be disturbed while charging switch is "ON".

(8) The charging rates shall be reduced as cells approach full charge, thus lowering the rate of hydrogen liberation.

(9) Where forklift truck batteries are charged within buildings, the foregoing requirements should be applied. The areas where large number of lift truck batteries are charged within buildings must be cut off from adjacent occupancies by adequate fire walls and protected by a sprinkler system.

c. Welding and Cutting. The standards set forth in NFPA-51B and reference (g) shall be considered in formulating station fire prevention regulations on welding and cutting.

(1) Welding and cutting operations should be conducted in locations that have been specifically designated for the purpose. Other locations may be used if they have been freed of fire hazards by removal or protection of combustible materials, flammable liquids, vapors, or dust; and if suitable precautions have been taken against the re-accumulation of such materials. When welding or cutting is to be done in any location other than one specifically designated for such purpose, approval of the job and or precautions to be taken shall be obtained from the Fire Chief before operations are started.

(2) Operators of welding or cutting equipment shall have been properly instructed and qualified to operate such equipment. Instruction shall include precautions against hazards related to the operations.

(3) All welding or burning operations shall be under the supervision and control of a competent supervisor, who shall see that all regulations pertaining to welding and burning operations are complied with.

(4) All combustibles shall be relocated at least 35 feet horizontally from the work site. Where relocation is impractical, combustibles shall be protected with flame-proof covers or otherwise shielded with metal or fire-resistant guards or curtains. Edges of covers at the floor shall be tight to prevent sparks from going under them. This precaution is also important at overlaps where several covers are used to protect a large pile.

(5) When combustible or flammable materials are exposed to welding or cutting operations, a fire watch shall be posted in the vicinity with necessary extinguishers or water hose. Fire watches shall be posted on both sides of a deck, bulkhead, wall or ceiling being worked on when fire hazards exist on both sides. The fire watch shall remain at his station for a reasonable time (at least 30 minutes) after the job is completed to insure that there are no live sparks or smoldering fires.

(6) Welding or cutting operations shall not be performed in or on the outer surfaces of rooms, compartments, or tanks; or in areas adjacent to rooms, compartments, or tanks; nor on or in closed drums, tanks, or other containers which hold or have held flammable materials, liquids, or vapors, unless and until fire and explosion hazards have been eliminated according to the applicable procedures specified in NFPA-51 and NFPA-51B.

(7) All cylinders shall be handled carefully. Acetylene and liquefied fuel gas cylinders shall be secured in a vertical position.

(8) Oxygen cylinders shall be kept free of oil and grease at all times. A high pressure leak from an oxygen cylinder may cause a sufficient amount of rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material and result in fire or explosion.

(9) While equipment is in use, especially in confined spaces, it shall be frequently inspected for evidence of leaks in the hose, couplings, valve stems, or other points of the system. If leaks are not promptly detected, an explosive or lethal mixture of gas and air may accumulate with serious results.

(10) When welding or cutting is being performed in any confined space, except in authorized welding shop, the gas cylinders shall be left on the outside unless specifically approved by the Fire Chief.

(11) Where welding cable or hose is in the path of traffic, it shall be protected from chafing damage by a protective wrapped covering properly secured by lines to prevent under strain on cables or hoses.

(12) Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped for more than 15 minutes.

(13) When an operator using electric welding equipment has occasion to leave their work or stop work for any appreciable time, the power supply switch to the equipment shall be opened. The equipment shall be completely disconnected from the source of power when not in use.

(14) Acetylene and oxygen cylinders, except where installed in standard welding rigs, shall be stored at detached, well ventilated locations, shielded from the sun by a noncombustible shelter. Cylinders shall be lashed in a vertical position to prevent tipping and the storage of acetylene shall be isolated from oxygen cylinders by a clear distance of at least 20 feet or by an unpierced gas-tight noncombustible wall for indoor storage. A metal chain, bar, or heavy metal strap shall be used to lash cylinders properly. Rope or wire will not be acceptable for lashing. No smoking shall be prohibited within 50 feet of such areas.

d. Cleaning and Refinishing Floors. Gasoline, benzene, benzol, naphtha, acetone, turpentine and other flammable liquids with a flash point below 100 degrees Fahrenheit shall not be used to clean and/or refinish floors or desks. Flammable liquids, however, with flash points well above the accepted minimum (100 degrees Fahrenheit) for cleaning and refinishing floors often become hazardous when exposed in hot and dry climate or when used in hot and dry rooms or areas. Under these conditions, flammable

liquids with a flash point below 138 degrees Fahrenheit shall not be used for cleaning or refinishing floors.

(1) When cleaning floors, the following fire prevention precautions should be observed:

(a) Where practicable, use only noncombustible cleaning fluids with a flash point above 138 degrees Fahrenheit.

(b) Clean only a small area at one time.

(c) Provide all possible natural ventilation. Where this is not adequate to dissipate vapors, portable mechanical ventilating equipment of approved type shall be used.

(d) Keep all open flames and spark producing devices away from cleaning operations.

(e) Prohibit smoking in the area where work is being done.

(f) Restrict amount of liquid to that necessary for the immediate operation and return unused cleaning fluid to its approved place of storage as soon as cleaning is completed. Open containers shall not be used.

(g) Provide self-closing approved metal containers for used cleaning rags and remove them from the building upon completion of job and prior to the close of the work day.

(h) Wax mixed with flammable liquid shall not be used.

(i) Fuses should be removed from electrical circuits or breakers opened prior to the start of floor cleaning operations which involve flammable liquids.

(2) Refinishing operations are more hazardous than cleaning, and the following fire prevention precautions shall be observed:

(a) All precautions required for cleaning operations shall be applied to refinishing operations.

(b) All personnel not engaged in this work shall be excluded from the area.

(c) Where practicable, work shall be done by natural light. When removal of fuses, as required by paragraph 10d(1)(i) above, is not practicable, all electrical appliances of any kind in the vicinity (including water coolers), soft drink dispensers, and other automatic stopping and starting appliances) shall be disconnected before finishing material is applied and shall not be reconnected until drying is complete.

(d) Prohibition of open flames and smoking shall be continued for one hour after drying is complete.

(e) Residue from sanding machines shall be placed in metal cans, wetted down and removed promptly from building.

(f) The Fire Chief shall be notified before operations are started. Any additional precautionary measures required by the Fire Chief shall be complied with.

11. Storage and Handling of Hazardous Materials. Limitations on floor area and clearance of different types of stored material are in reference (g). Area will be clearly marked.

a. Accidental Hazards. Dangerous chemicals and compressed gases shall be stored in such a manner that accidental breakage, leakage, or rupture of containers, or exposure to fire, heat, or water will not result in the comingling of such materials with other substances which might produce fire, explosive or flammable gases, toxic fumes, or jeopardize the safety of personnel and material.

b. Fire Doors. Fire doors or shutters shall not be obstructed or blocked in any manner, or wedged open. Highly combustible material that may produce a flash fire should not be stored near any opening in a fire wall.

c. General Storage. Flammable liquids shall be stored as directed by reference (b) and NFPA-30.

d. Day-to-Day Use of Flammable Liquids. Day-to-day stocks of flammable liquids shall be kept only in areas approved by the Fire Chief. Amounts of stored materials shall be procured as needed and kept in an approved labeled closed container. Any surplus shall be returned to the storage area prior to the close of the workday. Storage areas used for flammables shall be well

ventilated and plainly marked to indicate such storage. Flammable or hazardous material containers must be labeled in accordance with NFPA-30.

e. Compressed Gas Cylinders

(1) Compressed gas cylinders showing evidence of excessive rust, corrosion, dents, or other surface defects shall be considered hazardous and shall be bled down to atmospheric pressure.

(2) Compressed gas cylinders which have not had the required I.C.C. test (every five years), or which have the markings or labels obscured, should be returned for test before recharge.

(3) The following general storage requirements for compressed gas cylinders shall be observed:

(a) Noncompatible or reactive gases stored within buildings shall be separated by gas-tight partitions. When stored in the open, cylinders of such gases shall be separated by a well-ventilated clear space of at least 20 feet.

(b) Gas cylinders stored in the open shall be protected from the sun by a noncombustible cover or roof.

(c) All locations or areas used for cylinder storage of flammable gases shall be provided with natural cross-ventilation.

(d) Cylinders in storage or use shall be secured to prevent movement or falling. Cylinders shall be lashed with a heavy chain, bar, or heavy metal strap. Ropes and wire shall not be used for lashing cylinders.

(e) Acetylene cylinders shall be stored and used in upright position.

f. Cleaning Operations. No flammable liquid with a flash point below 100 degrees Fahrenheit shall be used for cleaning of equipment parts. Wherever possible nonflammable or water-solvent detergents should be used for cleaning operations (see paragraph 10d above).

g. Dispensing Flammable Liquids

(1) Flammable Liquids - Storage, Handling and Use. The storage, handling and use of flammable liquids shall be in accordance with reference (g) and NFPA-30.

(2) Flammable liquids having flash points below 100 degrees Fahrenheit shall not be drawn from or dispensed into tanks or containers within a building except with the drum in an upright position, using approved type manually-operated barrel pumps and in locations approved by the Fire Chief, i.e., flammable liquid dispensing rooms. Containers other than approved self-cleaning valves.

(3) Gravity discharge of flammable liquids having flash points below 100 degrees Fahrenheit from tanks, drums, or containers other than safety cans, is specifically prohibited within a building.

(4) All tanks, hose, and containers shall be positively bonded while flammable liquids are being poured to prevent static electricity discharge.

(5) Transfer of flammable liquids by compressed air or gases is prohibited.

h. Used Flammable Liquid. Used flammable liquids shall be collected in approved covered steel drums, cans, or other designated receptacles and disposed of daily in a proper manner.

i. Duplicator Fluid. Quantities of duplicator fluid within buildings shall be limited to immediate needs (preferably not more than one week's supply) in tightly capped metal cans.

j. Hazardous Commodities. Storage and handling shall conform with reference (b), (Chapter 5, section IV).

12. Liquified Gases

a. Liquified Petroleum (LP) Gases. The storage and handling of LP gases shall conform with the standards set forth in reference (g).

b. Liquid Oxygen. The storage and handling of liquid oxygen shall conform with the standards set forth in reference (g), NFPA-58 and 59.

13. Shipping and Transferring Hazardous Materials

a. Labeling. All flammable material offered for shipment in interstate or intrastate commerce shall be in containers approved for shipment of such materials and tagged or labeled in accordance with regulations of the I.C.C. or Coast Guard, whichever is applicable (NFPA-704).

b. Permits and Supervision

(1) The Fire Chief shall be notified of proposed transfers of bulk gasoline, oil, explosives, or other hazardous materials. Such transfer shall be subject to the provisions of appropriate naval activity instructions and orders. Simultaneous transfer of more than one type of hazardous material shall not be made except in case of an emergency. In the case of ammunition transfers, the operation shall be under the supervision of the activity ordnance officer who shall insure that appropriate ordnance regulations are complied with. A fire watch, approved by the Fire Chief, shall be posted and provided with proper fire fighting equipment for ready service. Except for special or unusual conditions regular firefighter personnel are not required for fire watch. The Fire Chief will determine the fire watch requirements.

(2) Flammable liquids having flash points below 80 degrees Fahrenheit, or flammable gases, except medical supplies or similar material which may require inside storage for security reasons, shall not be stored in transit sheds. All such material, while being processed for or from shipment, shall be placed in a storage area approved in advance by the Fire Chief.

14. Fueling Operations

a. Personnel

(1) Only authorized and qualified personnel shall be permitted to operate fueling equipment. They shall have a thorough knowledge of the hazards involved and know the regulations for handling flammable liquids. Also, they must be familiar with:

(a) Location and operation of nearest fire alarm box.

(b) Emergency telephone number of Fire Division.

(c) Location and operation of first aid fire fighting equipment provided.

(2) Operators of vehicles or other equipment shall turn off engine, vehicle lights and shortwave radio transmitter before taking on fuel.

(3) During fueling of vehicles, the operators shall not smoke or light a match or lighter; and there shall be no open flame in the vicinity.

(4) Navy motor vehicles shall not be refueled when there are passengers aboard.

b. Bonding

(1) The dispensing nozzle must be in contact with the fill pipe and attended at all times when in use. Bonding connections shall be made to tank trucks and tank cars before dome covers are removed and shall not be disconnected until such covers have been replaced. Internal vapor pressure shall be relieved before the dome covers are opened. Bonding and grounding shall conform with reference (g), NFPA-30 and NFPA-7-12.

(2) All tanks, hose and containers shall be kept in constant electrical bond while flammable liquids are being transferred to prevent static discharge.

(3) After unreeling the gasoline hose from tank truck and before using it, the hose nozzle must be brought in contact with some metal part of the vehicle remote from the fuel tanks, to make sure no differential in static exists.

(4) Flammable liquids having flash points below 100 degrees Fahrenheit shall not be transferred into containers unless the dispensing nozzle and container are in constant electrical bond.

c. Leaks and Spills

(1) Gasoline tank cars and tank trucks shall be attended by qualified and authorized personnel during loading and unloading operations.

(2) Wedges, locking devices, etc., which restrict instant shutoff in gasoline lines during loading or unloading operations, shall be prohibited.

(3) Automotive vehicles and other spark producing equipment shall not be operated within 50 feet of a flammable spill until the exposed area has been declared safe by the Navy on-scene commander and the flammable vapors dissipated.

(4) The operation of any vehicle leaking fuel shall be prohibited until the necessary repairs are effected.

d. Explosives in Vehicle. The gasoline tank of a vehicle shall not be refueled while explosives are in the vehicle, except in an emergency, and then only after the engine of the vehicle is stopped, all lights turned off, and static ground devices properly connected.

e. Radar and Radio. Fueling operations or transfer of flammable liquid having a flash point below 100 degrees Fahrenheit shall be prohibited in the vicinity of operating high intensity radar equipment, high frequency radio antenna or antenna downloads.

15. Flammable Liquids Dispensing Equipment

a. Containers

(1) Containers used for dispensing flammable liquids shall be of a type approved for such use by (UL) or Factory Mutual Laboratories. Containers for flammable liquids shall be maintained in good condition. All portable containers used for handling, storage, or dispensing flammable or combustible liquids shall be clearly marked to indicate their contents. Contents of leaking containers shall be transferred to serviceable containers. Containers will be clearly marked with description of contents and type hazard as required.

(2) Dispensing equipment shall be checked at regular intervals for leaks at pipe connections, stuffing boxes and meters. When leaks are found, they shall be repaired by an authorized repairmen; and the pumps shall be kept out of service until the repairs have been made.

(3) All dispensing of flammable liquids from tank trucks or underground tanks shall be done by an approved pumping of water displacement system. Gasoline drums, when used as dispensers, shall be equipped with drum (barrel) pumps of approved type. Bonding wire attached to drum or tank shall be connected to container being filled.

(4) Bungs, caps, or stoppers shall not be left out of drums, barrels, tanks or other flammable liquid containers. This rule also applies to empty containers.

(5) Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleansed of hazardous vapors. All containers that have held flammable liquids shall be thoroughly cleaned before they are used for less hazardous material. The fuel tanks of gasoline engines shall be similarly cleansed before indoor storage.

b. Hazmat Container Labeling. All non-bulk flammable containers (i.e., less than 119 gallon capacity; including the 2 1/2 and 5 gallon safety cans used daily) that are used on-site and transported from site to site, will be required to have a USDOT Flammable Liquid label affixed in addition to whatever OSHA Hazcom labeling system required by Navy standards.

c. Penalty. Failure to provide or retain a USDOT Label on gasoline (or other flammable) containers carried in a government vehicle, could result in a OSHA Serious Condition; or an OSHA willful Serious Citation, depending on the specific circumstances surrounding the incident. An "improperly labeled gas can, available for use" could have a minimum penalty of \$25,000.

d. Tank Trucks

(1) Fuel trucks having leaking or otherwise defective pumping equipment shall not be used and shall be so placarded.

(2) Gasoline tank trucks shall neither enter nor be stored in any building not designated for the purpose unless approved by the Fire Chief. Prior to repair work on fuel trucks involving flame or heat producing devices, the tank shall be drained and purged, or inerted. Also, tanks shall be filled with water, and tested in accordance with applicable procedures

outlined in NFPA 327, Standard Procedures for Cleaning or Safeguarding Tanks. Tank trucks should be parked in an open area at least 100 feet from buildings and flammable areas. When numerous tank trucks are being stored, they should be in detached groups so there will not be an aggregate cargo capacity exceeding 25,000 gallons in a single group. Groups should be detached at least 50 feet from each other, and the slope of the pavement or ground should be such that a serious spill at one group would not flow to or near another group, structure or yard storage area.

(3) Fuel trucks shall be inspected monthly by the fire division. Fuel truck inspections are normally conducted on the first Monday of each month. Trucks will be driven to either Bldg 164 or 321 for visual inspection by fire prevention staff.

e. Valves and Faucets

(1) Discharge valves for dispensing combustible liquids with flash points at or above 100 degrees Fahrenheit from drums shall be spring-loaded and manually operated.

(2) Approved drum pumps shall be used for dispensing flammable liquids with flash points below 100 degrees Fahrenheit, and the drums shall be maintained in an upright position.

(3) Dispensing drums for liquids with flash points below 100 degrees Fahrenheit shall be equipped with (UL) approved flame arrestor bung vents. Blocking faucets open is prohibited. Metal drip pans shall be placed under faucets and cleaned regularly.

f. Nozzles. Nozzles used in connection with gasoline dispensing apparatus shall be (UL) labeled and meet the requirements of reference (g). The nozzles may be either the manually controlled automatic closing type or the automatic closing type with an approved built-in hold open device. Wedges, gasoline tank caps, or other make shift hold open devices on gasoline dispensing nozzles are strictly prohibited.

16. Radioactive Material

a. Notification. The Fire Chief shall be notified immediately of the transportation, storage, handling or use of any radioactive material, including weapons, which come into the confines of the activity.

b. Responsibility. The department controlling or using the material shall be responsible to make the above notification and shall include the following information:

(1) The general type of radioactive material and the possible emission hazard, if any.

(2) The specific location where the radioactive material will be used or stored.

(3) Specific information on the physical properties and characteristics of the radioactive material which could be of aid in fighting a fire in which it may be associated.

c. Mandatory Information. It is mandatory that the Fire Division obtain the above information for the protection of firefighters and other personnel in the event of fire or similar emergency involving nuclear materials.

d. Pre-Fire Plan Surveys. The Fire Division shall make appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operation.

SECTION IV - FIRE WARDEN REGULATIONS

1. Purpose. To set forth the organization and operational responsibilities of the Fire Warden Prevention Program of this command in accordance with references (a) through (l) of the basic instruction.

2. Fire Warden's Fire Prevention Program. The Fire Wardens' Program is organized in conformity to CBCGPTINST 11320.1F and as approved by the Commanding Officer, CBC Gulfport. The Fire Wardens' Program shall be under direct supervision of the CBC Fire Prevention Inspector and indirect supervision of the Fire Chief.

3. Responsibility. It shall be the responsibility of CBC department heads, tenant CO/OIC's, fire wardens and their assistants using any facility of CBC Gulfport to be uniform in their application to all personnel on the Center. Questions concerning fire prevention not covered in these regulations shall be referred to the Fire Chief for final decision. The decision of the Fire Chief shall be adhered to in all cases unless abrogated or modified by the Commanding Officer, CBC Gulfport. The addressees shall insure the contents of this regulation are made available to all personnel within their respective operating units.

4. Department Head/OIC. Tenant CO Responsibility

a. Designate fire wardens and assistant fire wardens in each building and/or area under their jurisdiction. A copy of the official memorandum appointing fire wardens and assistant fire wardens shall be forwarded to the Fire Prevention Inspector (CBC Code 17.22) to ensure accurate up-to-date records are maintained.

b. Appoint new fire wardens to building/facilities when current fire wardens are relieved of this duty.

c. If building, facility or area is used by more than one command, department or unit, the senior ranking fire warden (military or civilian) will be the primary fire warden. Coordination between the fire warden and their assistant is imperative. Fire Prevention Inspectors will assist with guidance as necessary.

d. Arrange for technical instruction annually in fire prevention and first aid fire fighting for their fire wardens which may include lectures and demonstrations. Make schedules to obtain the largest possible audience.

e. Initiate appropriate administrative or judicial action for willful misconduct or negligence involving fire protection policies and fire loss to government property.

f. Inspected agencies are required to comply with the corrective action noted on the front of CBCG-Form 10-11320/13 (8-85), Fire Inspection and Action Report, within the limitations specified in the same section. Use the bottom or back side of the form to denote positive action taken to assure immediate compliance. CBC department head/OIC, tenant CO's will sign the form in the bottom right hand corner. Forward completed form to the Fire Prevention Inspector (CBC Code 17.22) after the fire warden has reviewed the discrepancies with his/her department head/OIC, or tenant CO by date indicated in the first endorsement section of the form.

5. Fire Warden's Responsibilities

a. Fire Reaction Folder

(1) Fire Wardens shall maintain a fire reaction folder on file and shall provide it to their relief. Each fire reaction folder shall contain the following forms and items to properly perform their duties as fire wardens:

(a) Fire Warden Appointment Letter from CO/Dept Head

(b) CBCGPTINST 11320.1F (Fire Protection and Fire Warden Regulations Handbook)

(c) Copies of all Fire Inspection and Action Reports received for each building from Fire Division Inspectors.

(d) NAVFAC Form 3-11320/9 (Fire Bill)

(e) Copy of Fire Evacuation Plan

(f) NAVFAC Form 11320/2 (Fire Extinguisher Inspection Record)

(g) Fire Extinguisher Safety Seals

(h) CBCGPT Form 11320/17 (Fire Extinguisher Update Form)

(i) Computer listing of Fire Extinguishers from Fire Division

(j) NAVFAC Form 9-11014 (Work Request) for coffee and microwave permits

b. Daily/Weekly/Quarterly Responsibilities

(1) Obtain advice and guidance from the Fire Division in their administration of the Fire Prevention Program.

(2) Organize personnel (First Aid Fire Fighting Team) to carry out duties outlined on NAVFAC Form 3-11320/9 Fire Bill, and record such duties on an official memorandum. Forward a copy of this official memorandum to the Fire Prevention Inspector (CBC Code 17.22). A copy shall be posted in the Fire Reaction Folder.

(3) Fire wardens shall prepare a fire safety briefing for all newly assigned personnel housed or working in their facility or area. Fire wardens will present this briefing and log attendance to ensure newly assigned personnel are familiar with sound fire prevention practices in their respective living/working areas. Fire wardens will present additional fire safety briefings to all assigned personnel quarterly and whenever fire safety conditions change.

(4) Ensure a fire evacuation plan has been prepared for their respective facility or area and a graphic floor plan has been posted in conspicuous locations and in the Fire Reaction Folder.

(5) Make daily fire safety inspections throughout the facility and/or area at the close of each duty day which they are responsible. Immediately report any hazard or deficient fire fighting equipment to the Fire Division, extension 3116 or 2414. Daily building inspections shall be recorded on the CBCGPT Form 11320/17 provided in the Fire Reaction Folder. A copy of this form shall be forwarded to the Fire Prevention Inspector quarterly.

(6) Immediately notify the Fire Prevention Inspector regarding any changes of operational conditions within your facility or area which may require redistribution of fire extinguisher, smoking areas, or changes in fire protection requirements.

(7) Insure no "Self Help" work is accomplished without prior approval of Public Works Department, Fire Chief and Fire Prevention Inspector. Submission of the NAVFAC Form 9-11014/20 (2-86), Work Request, does not constitute approval to commence "Self Help" construction.

(8) Direct all questions concerning fire prevention to the Fire Division, Building 164, or by calling extension 3116.

(9) The assistant fire warden will fulfill all responsibilities of the fire warden during his absence.

(10) Fire wardens shall conduct a quick-check inspection of all assigned fire extinguishers on the 1st working day or working week of each month.

c. Quick-Check Inspection Procedures. A quick-check inspection shall be performed monthly and recorded on NAVFAC Form 11320/2 (3-75), Fire Extinguisher Inspection Record. Fire wardens shall only record the month and year and their initials on the form, (i.e., 4/95 - CVB) to indicate the completion of the monthly quick check. The monthly quick check procedures shall include the following items:

(1) Located in designated place.

(2) No obstruction to access or visibility.

(3) Operating instructions on nameplate legible and facing outward.

(4) Plastic safety seals and tamper indicators not broken or missing.

(5) Fullness determined by weighting or "hefting."

(6) Examined for obvious physical damage.

(7) Pressure gauge reading or indicator in the operable range or position.

6. Forms. The following forms are available from SERVMART (Bldg. 16).

a. NAVFAC Form 3-11320/9 (Fire Bill)

b. NAVFAC Form 11310/2 (Fire Extinguisher Inspection Record)

7. Fire Prevention Inspector Responsibilities

a. Inspections

(1) The Fire Prevention Inspector will periodically inspect each facility and/or area in accordance with reference (e). The Fire Warden and/or assistant will be required to have access and keys to all areas of the facility and/or area of jurisdiction. The Fire Warden and/or Assistant will make on-the-spot corrections of minor irregularities where possible.

(2) The Fire Prevention Inspector will record all discrepancies and corrective actions required on CBC Form 10-11320/13 (8-85), Fire Inspection and Action Report, or OPNAV Form 5100/12, NAVOSH Deficiency Notice. The Fire prevention Inspector will then forward a copy of this report to the proper department head/OIC, tenant CO for proper action as specified in Section IV, paragraph 4f of this instruction.

b. Training

(1) Fire Wardens training will be scheduled and conducted by Fire Prevention Inspection Branch on a bimonthly basis. Announcement of dates and times will be made via Plan of the Week, memos to department heads/OIC/tenant and CBC Courier.

(2) All fire wardens and their assistants will be required to attend this training annually.

